



Checklist for a U.S. Passport

RENEW AN ADULT PASSPORT BY MAIL/COURIER CHANGE NAME ON AN ADULT PASSPORT ISSUED MORE THAN A YEAR AGO REPLACE AN ADULT LIMITED PASSPORT ISSUED MORE THAN A YEAR AGO

You may renew your passport by mail and/or change the name on your passport if all the following are true:

Your most recent U.S. Passport:

- Is undamaged and can be submitted with your application
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name or you can document your legal name change
- Contains no special endorsement that requires Department of State approval to renew

If all the above statements are true, please follow these instructions:

1. Gather these documents:

- ☐ Your most recent passport (must be undamaged) and photocopy of the passport personal data page.
- ☐ Your photos. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.* Please refer to the website (<http://manila.usembassy.gov/>) for photo specifications.
- ☐ Completed and signed **Form DS-82**. The form must be completed electronically and printed. A form completed by hand may be accepted on a case-by-case basis. Please provide your Social Security number to avoid processing delays. Make sure to provide a valid **e-mail address** and local contact number on the application form.
- ☐ Original proof of name change (if using a name different from the one on your previous passport) such as the certified copy of the marriage certificate showing a legal name change (if married in the Philippines, it must be issued by the National Statistics Office or Philippine Statistics Authority) or original court order documenting the name change.

2. Decide on your method of payment: The non-refundable application fee for an adult passport book renewal is **\$110**. You may pay your fee by one of two methods.

- ☐ (NEW!) Mail-In Payment: With your application, you may include a US-dollar demand draft issued by the Bank of the Philippine Islands (BPI) and made out to "U.S. Embassy Manila" for \$110. **We do not accept demand drafts from any other bank or any other financial instruments at this time.** Including any other form of payment with your application may result in significant delays in processing your application.

- **Personal Payment:** Once your documents are received, the Embassy will notify you by email with the instructions to pay the non-refundable application fee of **\$110**. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club). Alternatively, you may send a representative to pay the application fee on your behalf. You may also pay at our Consular Agency in Cebu (located on the ground floor of The Waterfront Hotel, Lahug, Cebu) between 9 and 11 a.m., Monday to Friday. When making the payment, please bring the email notification sent to you by the Embassy.

NOTE: DO NOT INCLUDE CASH WITH YOUR MAIL-IN APPLICATION.

3. Send your documents to the Embassy. There is no need to book an appointment for this type of application. Adult passport renewals are accepted by mail or courier service only—we do not accept adult passport renewals on a walk-basis, except for emergency situations, as described on our web site, on the [“Emergency Passports” page](#).

Please send all documents and, if applicable, your BPI US-dollar demand draft to the Embassy by one of them methods described below. Address all shipments to: Citizenship and Passport Unit, American Citizens Services, Consular Section, U.S. Embassy, 1201 Roxas Boulevard, 1000 Manila.

- **Embassy Courier service:** Air21 provides a contracted pick-up and delivery service for adult passport renewals. If you send your application via Air21 courier, the one-time courier fee covers the two way service: pick-up of documents and delivery of the completed passport. You may call **(02) 879-4747** to have Air21 courier pick-up the documents and deliver them to the Embassy.
- **Other Courier services:** You may send your application to the Embassy through any other courier service.
- **Philippine Postal Service:** you may send your application to the Embassy through the regular Philippines mail.

NOTE: If you have urgent travel in less than two weeks, please visit our website and read about [“Emergency Passports”](#).

4. Wait for your passport. Once payment has been made and your application has been approved, the new passport will be processed and delivered to you within 3-4 weeks. Your old passport will be cancelled and returned to you along with any original documents submitted.

Note: Please expect a longer turn-around time if the application was initially submitted or the payment was made at the Consular Agency in Cebu.